



State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER OF SAFETY

KEVIN P. O'BRIEN
ASSISTANT COMMISSIONER

RICHARD C. BAILEY, JR.
ASSISTANT COMMISSIONER

April 26, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

Pursuant to MOP 1102 (L), the Department of Safety, Division of Homeland Security and Emergency Management, requests authorization for two employees to travel over 300 miles one way in a state vehicle in the amount of \$1,748.52 to attend the International Emergency Management Group (IEMG) Spring Meeting 2016 in Quebec City, Quebec, Canada from June 1, 2016 through June 3, 2016. Effective upon Governor and Council approval. Funding source: 66.5% Utility, 32% Federal, 1.5% Agency Income.

Funds are available in the SFY2016 operating budget as follows:

02-23-23-236010-27400000	Dept. of Safety – Homeland Sec-Emer Mgmt – Emergency Mgmt Admin	
080-500715	Out-of-State Travel Reimb – Operation-State Car (Out-of-State)	\$1,748.52

Explanation

This request is for two employees to travel to Quebec City, Quebec, Canada by state vehicle outside a 300 mile radius for the purpose of attending the International Emergency Management Group (IEMG) Spring Meeting 2016 in Quebec City, Quebec, Canada from June 1, 2016 through June 3, 2016. The IEMG meets twice a year to develop and maintain mutual aid agreements and working relationships to prepare for all-hazard emergencies that may impact the U.S. and Canada. Director Plummer is on the Executive Board; Assistant Director Harper is a co-Chair of the Administrative Group. The round trip mileage from Concord, New Hampshire to Quebec City, Quebec, Canada is 666.44 miles. The total cost for travel by air and use of a rental vehicle for 3 days is \$2,788.81. The savings to travel by state vehicle versus travel by air is \$1,740.29. The two employees will not be paid overtime during the time frame of this travel.

Respectfully submitted,

John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: April 13, 2016

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of Homeland Security and Emergency Management, requests permission for Director Perry Plummer and Assistant Director Jennifer Harper to travel to Quebec City, Quebec, Canada for 3 days of out-of-state travel status from June 1, 2016 through June 3, 2016.

Conference/Workshop/Seminar Title

International Emergency Management Group (IEMG) Spring Meeting 2016

Purpose of Travel

Pursuant to the Department of Administrative Services Manual of Procedures (MOP) 1102 (L), the Department of Safety, Division of Homeland Security and Emergency Management, requests approval for travel outside a 300 mile radius (see Attachment B) for two employees to travel in a state vehicle for the purpose of attending the International Emergency Management Group (IEMG) Spring Meeting 2016 in Quebec City, Quebec, Canada from June 1, 2016 through June 3, 2016. The **round trip** mileage from Concord, NH to Quebec City, Quebec, Canada is 666.44 miles. The total cost for travel by air and use of a rental car is \$2,788.81. The cost to travel by state vehicle is \$1,048.52. The savings to travel by state vehicle versus travel by air is \$1,740.29 (see Attachment A for comparisons). The two employees will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the International Emergency Management Group (IEMG) Spring Meeting 2016 in Quebec City, Quebec, Canada. The International Emergency Management Group (IEMG) meets twice a year to develop and maintain mutual aid agreements and working relationships to prepare for all-hazard emergencies that may impact the U.S. and Canada. Director Plummer is on the Executive Board; Ms. Harper is a co-Chair of the Administrative Group. The International Emergency Management Group (IEMG) provides for the possibility of mutual assistance in managing an emergency or disaster among participating jurisdictions. Through a Memorandum of Understanding (The Compact), and in support of Resolution 23-5 of the Conference of New England Governors and Eastern Canadian Premiers, the IEMG also supports the process of planning, mutual cooperation, and emergency-related exercises, testing and other training activities.

Attendees and Title

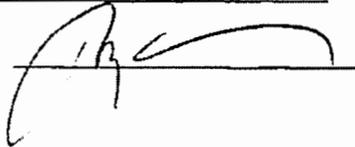
Perry Plummer, Director
Jennifer Harper, Assistant Director

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$ 0.00	Appropriation of Out-of-State Travel	\$ 18,500.00
0711	Per Diem In Lieu	\$ 0.00	Amount Expended to Date	\$ 8,369.29
0712	Meals	\$ 530.00	Available Balance	\$ 10,130.71
0713	Hotel	\$ 700.00	Amount requested this authorization	\$ 1,748.52
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 8,382.19
0715	Operation State Car	\$ 368.52		\$
0717	Miscellaneous	\$ 150.00		
0719	Registration Fees	\$ 0.00		
	TOTAL	\$ 1,748.52		

Appropriation Code 10-23-2740-080

Funding Source Federal/Utility/Agency Income

Division Director: 

Commissioner of Safety: 



**IEMG Spring Meeting 2016
Quebec City, Quebec, Canada
June 1-3, 2016**

DRAFT AGENDA #2

Wednesday June 1, 2016

Attendees Arrival & Hotel Check In Overnight accommodations at The Concorde

3:00 – 6:00 PM Reception Meet and Greet – VIP Visit of the Citadelle of Quebec (*Optional*)

Dinner and Evening at your own expense

Thursday June 2, 2016

*****PLEASE NOTE: Meeting location is at the QC EMO Emergency Operations Center @ 2525, boulevard Laurier, Tour des Laurentides, 6e étage, Québec (Québec) G1V2L2**

7:30-8:30 am Registration

8:30-9:00 am Opening Remarks – Minister, deputy minister, or
Associate deputy minister/Director Morneau?

9:00-12:00 pm Session I: (Open Meeting of the Directors and Guests)

- **Presentation** – EOC and the structure of Quebec EMO
(*Quebec EMO*)
- Approval of meeting minutes from Fall 2015
- Report from each jurisdiction
- Discussion – Top 10 common resources or functional capabilities
(*Bruce Fitzgerald, ME*)
- other

12:00-1:00 pm Lunch



- 1:00-5:00 pm Session II: (Open Meeting of the Directors and Guests)
- Discussion – Documentation to facilitate Border Crossings during Emergency Events CBSA/CBP
 - **Presentation** – Syrian Refugees Project
(*Quebec Operations*)
 - Annual Review of Operations Manual

Dinner and Evening at your own expense

Friday June 3, 2016

- 8:00 – 12:00 am Session III: (Open Meeting)
- Review of Previous Day
 - Creation of the next IEMG Annual Report
 - **Presentation** - Hazmat Cross border interoperability project update
(*PEI*)
 - **Presentation** - Economic impact and preventing economic loss from hazmat incidents (*PEI*)
- 12:00 – 1:00 am Lunch
- 1:00 – 3:00 pm Session IV (Open Meeting)
- Discussion of Action Items going forward
 - Set next meeting Location and Date

***Agenda is subject to change